



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U.S. ARMY GARRISON VICENZA  
UNIT 31401, BOX 80  
APO AE 09630

IMEU-VIC-AO

SEP 19 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 06-01, Garrison Policy Memorandums


1. This letter supersedes Community Policy #98-01, Community Commander's Policy Memorandums.
2. This letter provides guidance and serves as the sample for the preparation and issuance of U.S. Army Garrison Vicenza Garrison Policy Memorandums and is applicable to all U.S. Army Garrison Vicenza Directorates, Special Staff, all assigned tenant units, organizations, and to their military members, civilian employees and family members.
  - a. Garrison Policy Memorandums are to be issued to address policies, procedures or special interest areas that relate to the entire Vicenza community. As a general rule, if a policy affects persons, functions and activities beyond the individual directorate or unit, then issuing a Garrison Policy Memorandum is appropriate.
  - b. Garrison Policies are not intended to usurp the authority of Directors and individual commanders. Instead, they serve to provide command level emphasis of their policy's and are disseminated to the entire community. Memorandums can be initiated by any directorate, special staff or unit assigned to Vicenza community that serves as the proponent for the subject. The initiating office or unit will serve as the Office of Primary Responsibility (OPR) for the policy outlined in the memorandum.
3. The Command Section Administrative Officer serves as the office of responsibility for garrison level policy letters.
  - a. All Garrison Policy Memorandums will be coordinated with this office and will be assigned a Policy Memorandum number. Each memorandum forwarded for signature will be prepared IAW AR 25-50, Preparing and Managing Correspondence.
  - b. Upon approval of the memorandum, it will be disseminated to the community via email as well as posted on the SETAF and USAG Vicenza web sites.

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c. Policy memorandums will be reviewed annually by the OPR and revised or deleted, as appropriate. The OPR has the responsibility of requesting recession of the policy when it is no longer needed.

4. My point of contact for this memorandum is Mr. Ed Syms, DSN 634-7789.



VIRGIL S. L. WILLIAMS  
COL, QM  
Commanding

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